



POSITION POSTING

Graduate Professional Assistant Community Standards Housing & Residence Life

UNIVERSITY LIFE:

EVERY STUDENT SUCCEEDS

Mission:

University Life cares for the whole student by promoting inclusive well-being and fostering lifelong learning – preparing ethical leaders for the world.

Values:

TOGETHER, we achieve our mission through an unwavering commitment to our **values**:

Inclusion and Equity

- We are committed to cultivating an environment of engagement, connection, and belonging that is respectful and fair for everyone.

Leadership for Positive Change

- We are committed to cultivating leaders who critically examine and understand the potential impact of their decisions and act ethically.

Well-Being

- We are committed to cultivating an environment of understanding and fulfillment of both individual and community well-being that promotes purpose, vitality, engagement, and resilience.

Collaborative Community

- We are committed to cultivating a supportive network of colleagues that shares ideas, learns and creates together, and develops authentic connections.

Strategic Transformation

- We are committed to dynamic action in creating meaningful solutions to anticipate and meet the needs of an ever-changing community.

Housing & Residence Life Mission Statement

Housing and Residence Life at GMU provides a safe inclusive community-oriented environment that supports academic excellence, fosters personal growth and champions the well-being of residents, through collaboration and intentional programming, to ensure their success at Mason and beyond.

Responsibilities:

The Graduate Assistant of Community Standards is a 9.5-month position, with the opportunity for continued work during the summer. The primary responsibilities include the implementation of a robust student accountability program focusing

on the residential student population. This role facilitates individual awareness around decision making and promotes responsibility, courteous living, and community accountability.

The Graduate Assistant of Community Standards at George Mason University contributes to the shared mission of the Housing and Residence Life and the Office of Student Conduct in conduct case resolution. Responsibilities fall into the categories of Case Adjudication & Management, Education, and Administrative Operations, though not limited to:

Case Adjudication & Management (50%)

- Adjudicate cases involving potential policy violations through the conduct process
- Manage cases involving potential policy violations in a timely manner by relying on the conduct process timeline

Education (25%)

- Participate in the management of Community Standards Sanction Courses
- Instruct pre-designed Community Standards Sanction Courses using two methods of delivery: face-to-face instruction (when available) and synchronous online instruction via Blackboard
- Grade sanction module assignments submitted via Blackboard. Conduct outreach to students and assigned hearing officers to provide assignment feedback and updates regarding completion status
- Collaborate with residential staff to develop trends-based programming and initiatives
- Assist in facilitating Residential Adjudication Board recruitment and educational outreach events
- Support the Auto-Responsibility Conduct Process

Administrative Operations (25%)

- Manage communication with students through the conduct e-mail system
- Assist the Coordinator in reviewing applications to the Residential Adjudication Board and interviewing applicants
- Prepare hearing documents for the Residential Adjudication Board
- Ensure accurate preparation and maintenance of student records electronically
- Other duties as assigned

Qualifications:

- Prior residence life, student conduct, or other significant student leadership experience at the undergraduate level
- Must be enrolled in one of George Mason University's Graduate Programs (not provisional admission)
 - Preference will be given to candidates with studies in the following academic disciplines Conflict Analysis & Resolution, Education, Social Work, or related disciplines
- Must possess strong leadership and decision-making skills
- Must possess strong written and verbal communication skills
- Must take initiative and utilize creative thinking skills in order to consider multiple issues, needs, possibilities, etc.
- Must have an ability to relate to people from diverse backgrounds.
- Must be available and accessible for the time commitment involved.

Time Commitments:

The Graduate Assistant position is designed for 20 scheduled office hours per week. During peak times in the academic year, extended hours may be required. The anticipated start date for this position is August 10, 2024.

Compensation:

- The Graduate Professional Assistant position will be paid a stipend of:
 - \$20,967.00, will be paid on the 1st and 16th of the month for the duration of employment contract period;
- Other terms for the position contract include:
 - Tuition grant up to the 9 graduate credits at the *equivalent* in-state rate, not to exceed \$6,000.00 per

semester; master's degree students (with exception of MFA students) who are out-of-state do **not** receive in-state tuition rates;

- Will be provided and required to live in a 1-bedroom apartment on the Fairfax campus
- Participate in the University Life Graduate Staff Academy each month, as class schedule allows;
- The GPA position is a 9.5-month contract, August 10, 2024 – May 24, 2025, with the possibility of renewal for a second academic year.
- All information, including rules and regulations, regarding all graduate assistantship can be located on the Provost Graduate Division website: <https://graduate.gmu.edu/financial-support/assistantships-lecturers-oncampusemployment>

To apply:

To apply for this position for priority consideration, please do so by submitting a cover letter, resume, and 3 professional references by April 5, 2024, to:

Dillon Yonker
Assistant Director of Residential Student Development Initiatives
Housing and Residence Life
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